



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 1.20

Subject: Transfer of Youth with Adult Sentences to the Department of Correction at Age 18

Supersedes: DCS 1.20, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 10/01/97

Revision date: 04/01/05

Application

To All Department of Children's Services Youth Development Center Employees

Authority: TCA 37-1-134, 37-5-106

Policy

The transfer of youth who have adult sentences but are being housed by the Department of Children's Services for the Tennessee Department of Correction, shall occur no later than the youth's eighteenth (18) birthday, or in accordance with the Court order.

Procedures

A. Case manager Responsibilities

1. Upon admission to the Department of Children's Services (DCS) and prior to transfer to the Tennessee Department of Correction (TDOC), the youth development center (YDC) case manager must complete the Offender Arrival/Departure/Classification Information sheet and mail it to TDOC Systems Development Services. The offender number shall be assigned by TDOC and should be left blank on the form.
2. The YDC case manager assigned to a youth who is under a criminal court sentence shall ensure the following occurs prior to the youth's eighteenth (18) birthday:

3. Six (6) weeks prior to the youth's eighteenth (18) birthday a final staffing shall be held to review the youth's progress while in DCS and make recommendations for TDOC's classification unit. The youth shall be given any information available to assist in his/her adjustment to the transfer.
4. After the staffing the YDC case manager shall send a copy of the staffing summary and the adult criminal court judgment order to the Intake Coordinator of the Classification Division at the TDOC with the youth. A request shall be made for a placement for the youth at the appropriate facility.
5. Upon receipt of approval for transfer to a specific TDOC facility, the YDC case manager shall follow YDC facility transfer procedures.
6. The case manager shall make a determination about notifying the youth prior to the transfer based on security considerations.

**B. Record Office
Responsibilities**

1. On the day of the youth's transfer, the records office shall complete an entry in the youth's placement tab in TN Kids. The records office shall also close the youth's case in TN Kids.
2. Form *CR-2012, Prisoner Sentence Reduction Credits* shall be completed and mailed or faxed to:

**TN Department of Correction
Sentence Computation Services, 2nd Floor
Rachel Jackson State Office Building
320 sixth Avenue North
Nashville, TN 37243-0465**
3. The records office shall contact the appropriate TDOC Reception Center Records Office to verify that the youth is at the TDOC facility and has been entered on the TOMIS system.
4. A certified copy of the staffing summary, all indictments and judgment orders of the circuit or criminal court shall be delivered with the youth to the TDOC facility. Certified copies of these documents shall be provided to the transportation officer to present along with the case file when the youth is delivered to TDOC.
5. Property other than personal hygiene items and clothes the youth are wearing shall be returned to the youth's family.

**C. Transportation
Responsibilities**

Upon notification of an available capacity and the location of the TDOC facility, the DCS employee(s) responsible for transportation shall ensure:

1. Youth's property and all records are transported with the youth, and
2. Secure transportation to the TDOC facility.

Forms

CR 2012 Sentence Reduction Credits
Offender Arrival/Departure/Classification Information

Collateral Documents

None

Standards

DCS Practice Model Standard – 5-304B